

STAFF REPORT

Meeting Type: Board of Directors

Title: Request to Fill Records Manager Position in the Engineering Division

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: November 6, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Authorize the General Manager to recruit and hire one Records Manager in the Engineering Division

SUMMARY: Staff is seeking to convert a vacant Information Systems Analyst Supervisor position within the Administrative Services Division to a Records Manager to support the integration of records management and geographic information systems (GIS) in the Engineering Division.

DISCUSSION: The Records Manager will be responsible for managing the District's infrastructure records as well as the GIS network and will report directly to the Engineering Director. Currently, the District has two separate work groups that handle District records management and GIS network updates. The records management workflow feeds the GIS network update process and staff have identified an opportunity to consolidate the work performed by these two separate groups.

The Engineering Services Department currently manages all records generated from the District's Capital Program, including project as-built drawings showing details of the constructed infrastructure and system repair updates, such as main breaks and service lateral repairs. This information is first scanned and updated by the Engineering Services Department technicians utilizing AutoCAD software. Once complete, the records are then digitized utilizing GIS software by GIS technicians and uploaded and maintained on the GIS network by the GIS Information Systems Analyst.

Converting the vacant Information Systems Analyst Supervisor position into the proposed Records Manager will more efficiently accomplish the work. The Records Manager will manage Records and GIS staff creating a more streamlined and coordinated process by combining these, currently, two separate workflows across two different departments into one. The entire process, from records upload to the GIS network updating, will be more closely coordinated and allow more timely updates to the District's infrastructure systems for staff to utilize. Aligning these two workflows under a Records Manager provides the organizational structure to effectively coordinate both these processes.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: The fully burdened annual salary with benefits for the existing Information Systems Analyst Supervisor is \$248,104. The fully burdened annual salary with benefits for the new Records Manager position is \$265,471. This is an increase of 7.0%. Salary and benefits and is included inthe Engineering Division budget. Filling this position will not increase the total number of budgeted full time equivalents (FTE) within the District.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	Alex Au	Harante.
	Alex Anaya Engineering Director	Ben Horenstein General Manager